



JUL 09 2009

United States
Department of
Agriculture

Food and
Nutrition
Service

3101 Park
Center Drive

Alexandria, VA
22302-1500

SUBJECT: Supplemental Nutrition Assistance Program (SNAP) – Fiscal Year (FY) 2010
Target Areas for Management Evaluations (MEs)

TO: Regional Administrators
All Regions

The Food and Nutrition Service (FNS) has identified critical program areas to be monitored during FY 2010 for the successful operation of SNAP nationwide. Please see the designated national target areas listed below. We encourage you to consider the specific operations of each State agency in determining whether other program areas should be reviewed.

National Target Areas

1. Program Access - to include on-line application processing and call centers
2. State ME Systems
3. Corrective Action Assessment
4. Recipient Claims Management
5. Nutrition Education
6. Employment and Training – Innovative Financing

Mandatory Review of Target Areas: At a minimum MEs must focus on program access at the State agency level and must include a review of States' ME systems. ROs have the flexibility to review the "other" specified target areas on an "at risk" basis but at a minimum every 6 years. It is not mandatory to review the other target areas in each State if there are valid reasons not to do so. For example, if you reviewed a target area in the last 2 years, identified no problems, and know that there have been no changes to affect the target area, you may determine that a review is not necessary. You do not need to include the reason a target was not reviewed in the ME review report that you send to State agencies.

Except where local level site visits are required (ME and Nutrition Education), review of a target area may be conducted off-site if data is available at the RO to ensure an adequate review. When determining whether or not to perform an on-site review, you should refer to the ME review guides that have recently been developed and consider changes that put the State agency at risk for compliance problems such as recent staffing cuts, personnel changes, reduced budgets, policy changes, etc.

ROs should use the standardized ME review guides that have recently been developed to review the specified target areas.

ROs are still required to perform four local level program access reviews per year. A shadow or follow-up review of a State's ME system can be used as a PAR when the State's review is focused on program access.

State Agency Responsibilities: In view of the fact that the focus across regions is now program access, several questions/concerns have come up regarding what States are expected to review when completing their ME reviews of local offices. The regulations at 7 CFR 275.8 provide that States shall review the national target areas specified by FNS. Considering that States are stressed due to reduced resources, FNS has determined that States should focus their reviews on program access and review the other target areas on an "at risk" basis. These changes gives States the flexibility to put resources where the risks are greatest and to conduct more effective reviews.

The regulations at 7 CFR 275.9(b) provide that State agencies develop a plan prior to each ME review. Under the regulations at 275.5(b)(2) each project area must be reviewed at least every 3-years. Allowing State agencies to submit a plan that covers the 3-year review cycle and provide updates annually is consistent with the regulations.

Review Staff: If reviewers at the FNS regional office are not familiar with a target area, you may need to train reviewers to conduct the review or assign the review to other staff within the region who have the expertise. For example, financial management staff may monitor and review the financial area of a target, information technology staff may monitor and review an automated function, or civil rights staff may review an overlapping client services target. It does not matter which staff conduct the review as long as the target areas are covered so problems are identified and corrected.

Reports of FNS Regional Office Review Activity

As described below, reports on regional office SNAP review activity for FY 2010 will be required.

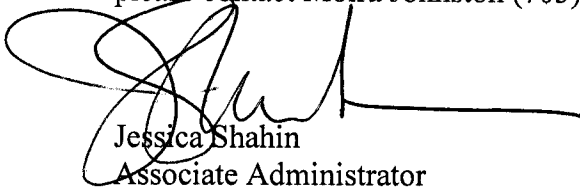
- Review Schedule

The regional office schedule of review visits to States, including review type and coverage is due by January 1, 2010. Please include program access reviews (PARs) to local offices in this schedule and indicate what targets will not be reviewed in each State, if known. Please provide this information Moira Johnston, Chief, Program Design Branch and Connie Slough, Special Assistant, Associate Administrator's Office for Program Service and Support.

- Regional Office Summary of Review Activities

We anticipate regions will enter the summary of each review conducted into the ME tool that has recently been developed. If a region chooses to upload its end of the year summary as an attachment instead of entering the information into the tool, the attached reporting format should be used. The ME tool can be accessed through the Partner Web. You may contact Tim McCrosson at tim.mccrosson@fns.usda.gov for access to the tool. The summaries of your review activities are due November 30, 2010.

We appreciate the effort made by you, your staff, and your State agency partners to ensure the integrity of and improve access to SNAP. If you have any questions or require assistance, please contact Moira Johnston (703) 305-2515 or Harriet Kornegay (703) 305-2501.



Jessica Shahin
Associate Administrator
Supplemental Nutrition Assistance Program

Attachment

SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM

Name of Region FY 2009 REVIEW SUMMARY REPORT

In fiscal year 2009, REGION NAME conducted four Management Evaluations. Below are summaries of those reviews, State specific compliance findings and required corrective actions.

State Agency 1

Summary -- briefly summarize the results of the review

PROGRAM AREA	REGULATION CITATION	DEFICIENCY DESCRIPTION	CORRECTIVE ACTION	STATUS
Program Access (State Level)	273.2(e)(2)	Regulations require etc... Our review found etc...	The SA must etc...	Open
Nutrition Education	275.4	Regulations state etc... Our review found etc...	The SA must etc...	Closed
Electronic Benefits Transfer	274.12(j)(2)	Regulations require SAs to etc... Our review found etc...	The SA must etc...	Closed

State Agency 2

Summary -- briefly summarize the results of the review

PROGRAM AREA	REGULATION CITATION	DEFICIENCY DESCRIPTION	CORRECTIVE ACTION	STATUS
State Management Evaluation System	275.5	SA reviews are to identify deficiencies etc... Our review found etc...	The SA must etc...	Closed
Recipient Claims	273.18 (n)(4)(5)	Regulations state etc...	The SA must etc...	Closed

Management		Our review found etc...		
Employment/Training Program	274.12(j)(2)	Regulations require SAs to etc... Our review found etc...	The SA must etc...	Closed

State Agency 3

Summary -- briefly summarize the results of the review

PROGRAM AREA	REGULATION CITATION	DEFICIENCY DESCRIPTION	CORRECTIVE ACTION	STATUS
State Management Evaluation System	275.5	SA reviews are to identify deficiencies etc... Our review found etc...	The SA must etc...	Closed
Recipient Claims Management	273.18 (n)(4)(5)	Regulations state etc... Our review found etc...	The SA must etc...	Open
Employment/Training Program	274.12(j)(2)	Regulations require SAs to etc... Our review found etc...	The SA must etc...	Closed

State Agency 4

Summary -- briefly summarize the results of the review

PROGRAM AREA	REGULATION CITATION	DEFICIENCY DESCRIPTION	CORRECTIVE ACTION	STATUS
Program Access (State Level)	273.2(e)(2)	Regulations require etc... Our review found etc...	The SA must etc...	Open
Nutrition Education	275.4	Regulations state etc... Our review found etc...	The SA must etc...	Closed

Electronic Benefits Transfer	274.12(j)(2)	Regulations require SAs to etc... Our review found etc...	The SA must etc...	Closed
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